

Reimbursement Tips for 2016 Ohio RNC EMAC Mission

A. Eligible Reimbursable Costs

All expenses incurred as described in the REQ-A (and amended REQ-A, if applicable) are eligible for reimbursement. These costs are estimates and require documentation for final approval and reimbursement.

Ohio will be reimbursing you, but since Cleveland is reimbursing Ohio the two entities have worked together to detail the required documentation to facilitate reimbursement. Please have 1-2 POC/Commanders per State to facilitate documentation and questions to Cleveland/Ohio during the RNC. A list of contact names and numbers from Cleveland and Ohio will be provided.

Note: Credit card statements are not considered a valid document for the purposes of reimbursement.

Cost categories and examples of eligible expenses under each cost category are as follows:

1. Personnel

Eligible Costs: Regular time salary, overtime salary and fringe benefits.

Documentation: Three sets of documentation are required:

a. *Outside Agency Tracking Form Template.* Please see draft attached form. It can be pre-populated with the approved hours and then edited as necessary daily. However, the Tracking Form and any overtime hours will be signed off by a City of Cleveland supervisor.

b. *Daily work records/work logs, time and attendance records, payroll registers.*

This includes whatever your typical system is to track payroll. This will be submitted after the event as part of the reimbursement package.

c. Final payroll costs (update of estimates in REQ-A) submitted with reimbursement package.

2. Travel

Air Travel

Eligible Costs: Airfare and baggage fees.

Documentation: Receipt from airline or travel agent indicating name of traveler, dates of travel and total cost of ticket; receipt from airline indicating name of traveler, dates and cost of any baggage fees assessed; and boarding passes.

Ground Transportation

Eligible Costs: Contract cost of rental vehicles or buses; highway and bridge toll fees; cost of transportation to and from airport in your home state; mileage at rate up to \$0.54/mile for all vehicles (to include Government vehicles).

Documentation: Rental vehicle contract indicating name of renter, rental dates highway and bridge toll receipts; Google map showing vehicle route to and from Cleveland.

3. Lodging

Eligible Costs: Per-diem lodging rates utilizing federal GSA rates of the zip code of where you are staying.

Documentation: Original receipts for lodging showing a “zero” balance.

4. Meals

Eligible Costs: For travel days (meals provided in Cleveland) per-diem meal rates utilizing federal GSA rates: \$51.75 for first and last day of travel, \$69.00 pro-rated for other days based on when you arrive in Cleveland. Meals provide once in Cleveland.

Documentation: Travel documentation (see above) to document days of travel for meal reimbursement at per diem rate.

5. Equipment

Eligible Costs: Maintenance and operating costs (mileage rates) for vehicles and machinery required to perform the mission. For maintenance costs please note that Cleveland has contracted out with certain vendors for repair costs (i.e. Harley Davidson for motorcycle) in addition to the Cleveland’s Division of Motor Vehicle Maintenance. For anything that is not pre-contracted, Cleveland does have the ability to pay some costs related to the security detail with credit cards so please have your Commander work through Cleveland EOC before incurring a maintenance cost during deployment. Below are the categories of costs that are reimbursable:

- a. Motorcycles – Reimbursed at \$0.51/mile. This includes fuel - gas cards will not be provided.

- b. Costs for vehicle while in Cleveland *if* requested by City of Cleveland Commander to use vehicle during RNC. Reimbursed at \$0.54/mile – this includes fuel, gas cards will not be provided.

Documentation: Copies of log sheets that indicate the dates and hours that the equipment was in use.

For motorcycles, please document mileage by beginning and ending odometer readings for each motorcycle shift.

For vehicles requested to be used by Cleveland (please refer to operation plan that will be provided for how to document approval by Cleveland– please note beginning and ending odometer readings for mileage. For vehicles used during the RNC, you will need to submit the make, model, and VIN (send to Frank Badalamenti: frank_badalamenti@ClevelandWater.com).

Documentation substantiating maintenance and repair costs.

6. Commodities

Eligible Costs: Consumables and other supplies and materials that are necessary to perform the mission as described and approved in the REQ-A.

Documentation: Receipts for purchases and records substantiating the need for these purchases. Examples: dry cleaning cost receipts.

7. Other

Eligible Costs: Please note that some states put in an extra cost amount (only to be used if needed/approved by Cleveland) to cover items like this. If your state has not, or the eligible cost exceeds the amount in your REQ-A, we will need to amend your REQ-A:

- a. Reasonable costs to repair or replace equipment damaged *during deployment* while performing the EMAC mission described in the REQ-A. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss. Please note for vehicles Cleveland intends to have an insurance policy and funds to cover this, so as noted above, please provide Frank Badalamenti vehicle information. Also, please check with Cleveland EOC before incurring any repair costs during deployment.

- b. Cleveland will have a decontamination station (refer to operational plan that will be provided) so that should not be a cost incurred.

However, if the decontamination station does not cover cleaning of

equipment and PPE then it can be reimbursed if it was used in performing the mission as described in the REQ-A.

- c. Reasonable costs for maintenance and repair of equipment to restore it to pre-deployment condition if maintenance and repair costs incurred because of mission.
- d. Replacement costs: All damaged, destroyed, totaled, contaminated or otherwise unusable items that were used on an official, fully executed EMAC mission (uniform, turn-out gear, etc.) should be considered as replacement and should be documented as such. Further, these items should be reported as damaged as soon as known to be so such that proper record keeping can take place.

Documentation: Pictures of damaged equipment, copy of insurance coverage, receipt for required repairs or decontamination and a narrative statement justifying the action for which the expenses was incurred.

If submitting maintenance costs, sending copies of maintenance records for months prior to the deployment will substantiate the rates.

B. Ineligible Reimbursable Costs

EMAC was intended to provide reimbursement of actual costs incurred during the execution of valid EMAC missions. All expenses incurred as described in the REQ-A (and amended REQ-A, if applicable) are eligible for reimbursement. Any costs not agreed to in the REQ-A or in a REQ-A amendment are not eligible for reimbursement.

Such ineligible costs typically include the following:

1. Administrative costs associated with pre-deployment, response, and post-deployment functions or other costs incurred by Assisting States in responding to EMAC requests, unless otherwise mutually agreed upon by each party state and stipulated in the REQ-A.
2. Costs for alcohol, tobacco, toiletries, and similar items.
3. Costs incurred by an entity who self-deployed without a valid REQ-A or with prior verbal consent of both the Assisting State and Requesting State EMAC Authorized Representatives but which were not followed up within 30 days by a written REQ-A.
4. Costs for items not specified in the REQ-A unless otherwise deemed justifiable by the Requesting State at a later date and supported by an amendment to the REQ-A or submission of valid supporting documentation in the reimbursement package that is accepted by the Requesting State EMAC Authorized Representative.

